User Guide

Wisconsin Department of Public Instruction
Office of Education Accountability

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1. WISEDASH OVERVIEW

WISEdash-the Wisconsin Information System for Education Dashboard-is the next step in the Department of Public Instruction's transformation of the way education data is collected and reported. Drawing on a wealth of information about student progress, districts, schools and educators will be able to make better decisions to help every child graduate ready for higher education and the workforce.

This user guide is designed to help educators and administrators access and use the reports provided through WISEdash as it relates to: Enrollment, Attendance, WSAS, ACT, AP and Growth.

1.1 DATA DISCLAIMER

The Department of Public Instruction (DPI) has made a reasonable effort to ensure that the accompanying information is up-to-date, accurate, complete, and comprehensive at the time of disclosure. These records reflect data as reported to this agency by the educational community we serve for the reporting period indicated. These records are a true and accurate representation of the data on file at the DPI. Authenticated information is accurate only as of the time of validation and verification. The DPI is not responsible for data that is misinterpreted or altered in any way. Derived conclusions and analyses generated from this data are not to be considered attributable to the DPI.

1.2 SECURITY ROLES AND LOGGING IN

WISEdash offers FERPA protected data that is accessible based on user security rights. There are three different roles that can be assigned to users:

| Economic Indicator Analyst	Student Detail Analyst	Summary Analyst
•Summary dashboards •Student detail •Student search •Economic indicators	•Summary dashboards •Student search •Student detail	•Summary dashboards

Recommended browsers: Safari 3.0 or higher, Firefox 3.0 or higher, Microsoft Internet explorer 7.0 or higher, or Google Chrome. JavaScript must be enabled to use WISEdash.

To log into WISEdash go to **Secure Home** and enter your WAMS ID and password. If you have a WAMS ID and password but don't have access to Secure Home please contact your District Administrator. For more information on how to access Secure Home go here: http://dpi.wi.gov/wise/secure-home-info

If you have questions or technical problems in regards to Secure Home, ASM, or WAMS please contact DPI's Help Desk! http://dpi.wi.gov/wise/secure-home-info/asm-help-ticket

2. BASIC NAVIGATION

On the WISEdash Welcome page users can find up-to-date information and news about WISEdash, a list of currently available dashboards, a data load schedule and DPI's Data Disclaimer.
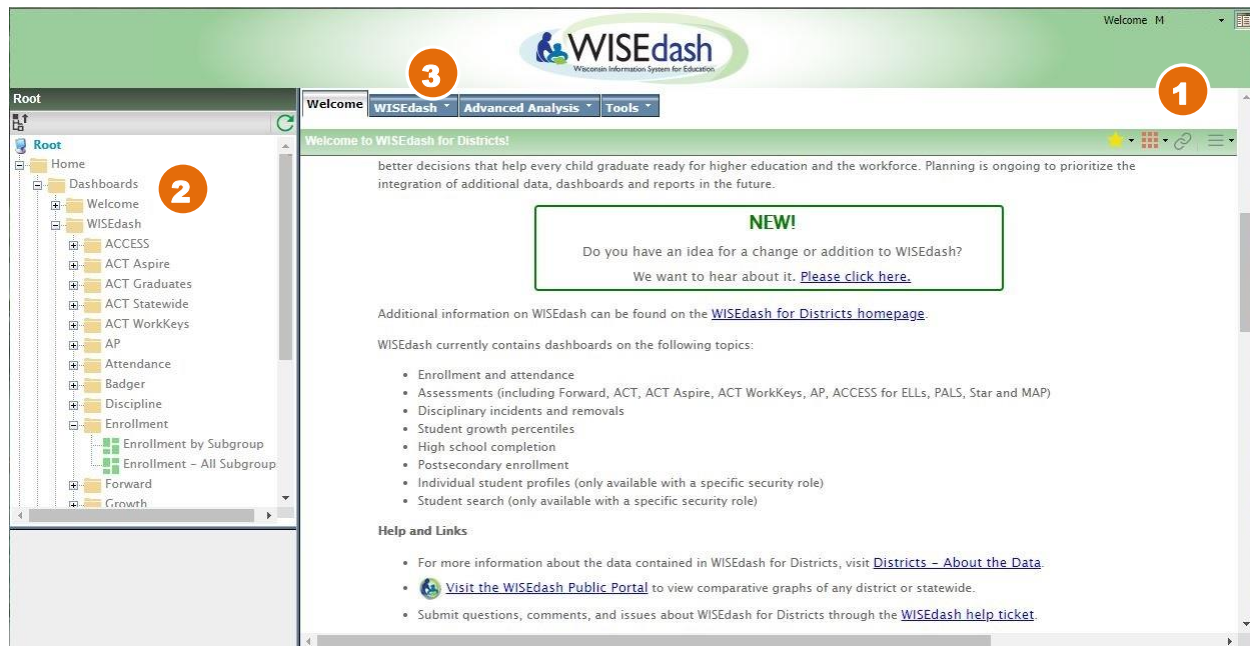

1

The **Header** section displays user's full name. In this section users can **Logout**, change the view of the **Content** and **Navigation** sections as well as create and organize a customizable **Favorites** folder.

2

Navigation section contains a Navigation Tree. Users can use the Navigation Tree to navigate through the folders that make up the Dashboard.

3

The **Content Section** gives users access to dashboards within WISEdash.

2.1 HEADER SECTION
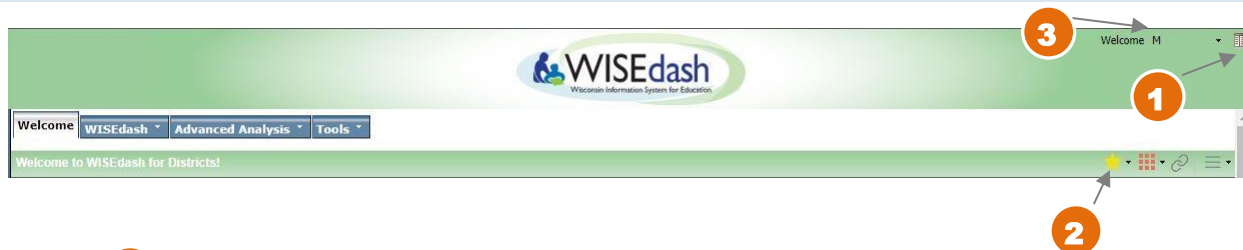
1 By clicking on this icon users can show or hide the **Navigation**.

2 The **Favorites** icon provides users quick access to their favorite dashboards and folders.

3 Users must click on their full name and select the **Logout** option to securely logout of WISEdash.

2.2 NAVIGATION SECTION
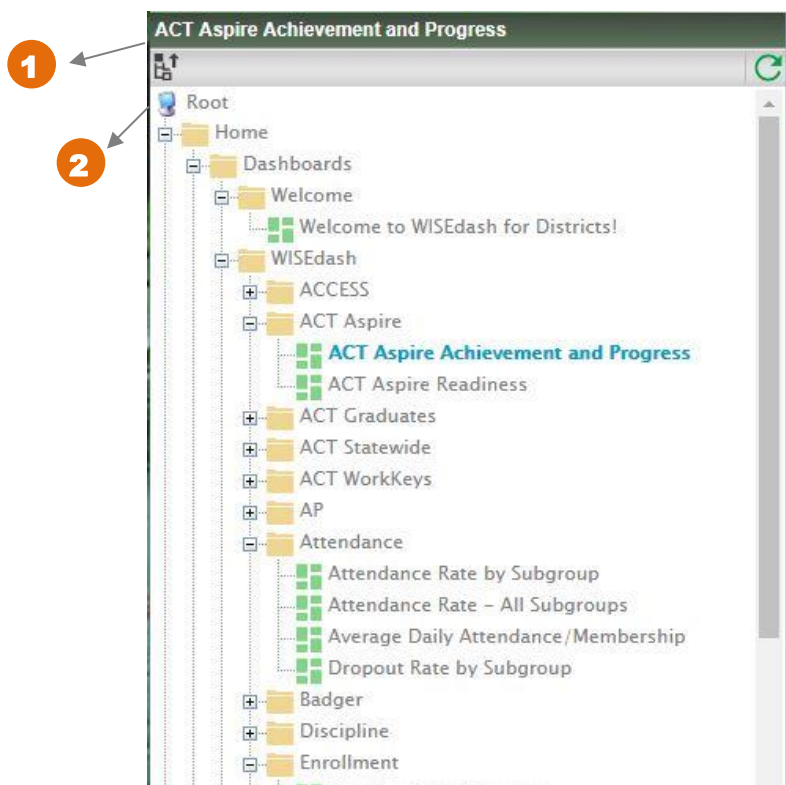
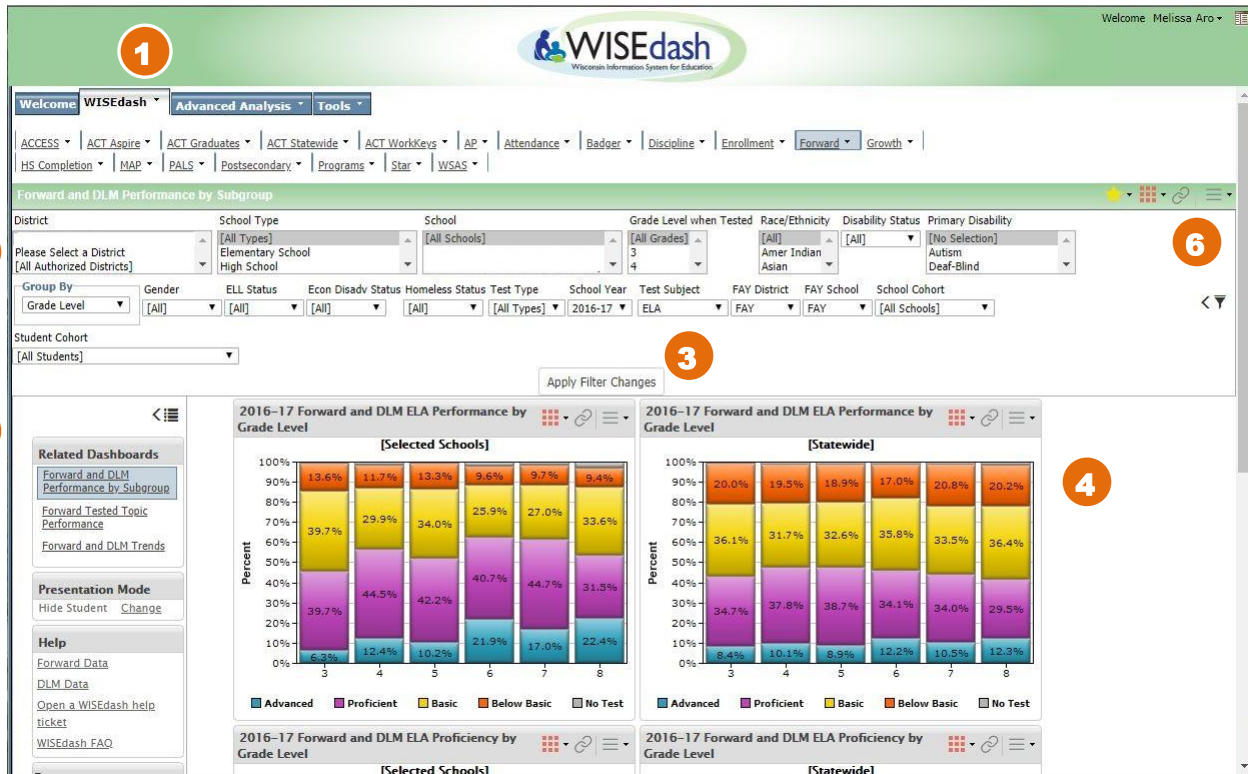**1** Clicking on the **Collapse All Nodes** icon collapses all folders under the Root node.

2 The **Navigation Tree** allows users to navigate through the many folders and pages that make up WISEdash.

- Clicking a **[+]** sign or double clicking a closed folder icon opens the folder.
- Clicking a **[-]** sign or double clicking an open folder icon closes the folder.

2.3.1 WISEDASH PAGE

1

Here users have access to the Welcome page, to the WISEdash page, and to the Student Search page. Within the WISEdash page users have access to the Summary, Enrollment, Attendance, WSAS, ACT, AP and Growth Dashboards.

2

Filters will remain the same as users navigate through the different dashboards unless users change them.

The **Filter Frame** consists of a selection of controls that allow users to create customized datasets. *Note: After choosing the District users must navigate cursor outside of the filter area to a blank part of the screen and click. This refreshes the school and grade lists so users can go on to choose corresponding filter elements.*

3

Users click on the **->GO** icon after defining filters to retrieve metrics. **If the filter is highlighted in yellow that means the user has not clicked ->GO.**

4

Metrics will populate in the form of charts and tables after clicking **->Go**.

5

Related Dashboards gives users ability to navigate to different but related dashboards within WISEdash. **Resources** contains links to pages outside of WISEdash.

6
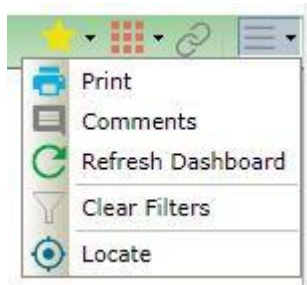
Print – This will prepare the metric for printing.
Comments – Displays definitions of current dashboards.
Refresh Dashboard – Not needed for normal use.
Clear Filters – This will clear all selected filters.
Locate – Fine metric in navigation tree.

2.3.1.1 METRICS: ACCESS STUDENT DETAIL, PRINT AND SAVE
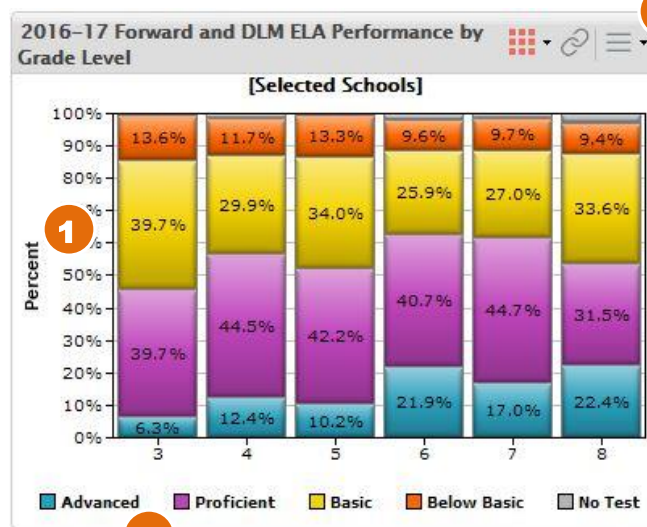
To drill down to student level data click on a portion of the bar to access that corresponding student data. Here, users will have access to a list of the students represented in that portion of the bar. **To access these data users must be assigned to either the Student Detail Analyst role or the Economic Indicator Analyst role.**

Sort, filter, or resize columns by clicking on the heading for that column.

Click on the **Student Icon** to access a specific student's data.

2

Users can click on color coded **Performance Symbols** to access corresponding student data.

3

There is a drop down menu located on the top right corner of each metric. From here users are able to:

> **Show Detail** – Displays student level detail.
> **Zoom w/ Data** – Enlarges the chosen metric showing more detail.
> **Print w/ Data** – This will prepare the metric for printing.
> **Export** – Users can export and save metric to Excel or PDF file.
> **Show Query** – Displays query used to access data displaying in chosen metric.
> **Comments** – Displays definitions of current dashboards.

2.3.1.3 RELATED DASHBOARDS AND RESOURCES MENUS

1

Related Dashboards

> Forward and DLM
> Performance by Subgroup
>
> Forward Tested Topic
> Performance
>
> Forward and DLM Trends

2

Resources

Secure Home
WISExplore Resources
Forms Manager User Guide
Cohort Manager User Guide
Wisconsin Information
System for Education (WISE)
homepage
Performance Report Cards
Regional EdMaps
Data Disclaimer

OEA Homepage
About the Forward
Assessment
About the DLM Assessment

1

For quick access to Related Dashboards go to left side of the **Content** section to find the **Related Dashboards** menu.

Note: When clicking into Related Dashboards users should make sure to adjust their filters based on their data needs.

2

The **Resources** menu is located just under the Related Dashboards Menu and contains links to outside pages that relate to WISEdash. **Secure Home** will exit users out of WISEdash and return them back to the Secure Home page.

2.3.1 STUDENT SEARCH DASHBOARD

The Student Search Dashboard allows users – based on their security role – to search student by last and first name, WSN or partial and other demographics. Remember, a highlighted yellow filters means that the user has not yet clicked 'Go' to retrieve their data.   Student Search is located under the Tool menu in the Content section.